



Information Content Management Training

(Document Control & Records Management)

Dedicated to Document Controllers

Vision & Mission



- **Our Mission is to Educate Every One, The Importance of Information Content Management (ICM)**
- **(Document and Records Management)**

- **Become Unique Training Provider to grow ICM Specialists (Document Control Professionals).**



Objective

- **To Bring a Revolutionary Change in Document Management Awareness**
- **Enhance Efficiency, Competency ,Quality & Productivity through Training**

Present Skill Gaps



- **Dedicated Document Management Training is not available.**
- **Inadequate Business Processes within organisation**
- **Documents Content are not Secured and Safe**
- **Records are scattered without defined Storage Location**
- **Difficulty in searching authentic Hard and Soft copy**
- **Document Delivery is not as per schedule or expectation**
- **Frustration mounts from top to bottom for getting latest records/reports**

Present Skill Gaps



- **Lack of Quality Documents resulting in Chaos**
- **Frequent Complains of Loss of Documents/Records**
- **Resulting into Administrative and Legal Issues**
- **Resulting in Penalties and Financial Losses**
- **Confidentiality is breached at every level**

Filling Skill Gaps (Training Benefits)



- **Highly Interactive Training Sessions with Case Studies**
- **Business Process Mapping with Accountability as per Governance**
- **Teaching Best Practices to Increase Document Control Efficiently**
- **Attention on Individual to understand Roles and Responsibility**
- **Eliminating Non Conformance and Reduces Redundancies**
- **Securing Document and Records with Ethics and Confidentiality**
- **Confidence Building to work Independent without Fear**

Training Courses



- **Certified Document Controller – CDC**
- **Certified Lead Document Controller –CLDC**
- **Certified Records Management Professional -CRMP**
- **Certified Enterprise Document Management Professional -CEDMP**
- **Corporate Document and Records Management**

Training Fees (Individual)



- **Certified Document Controller – CDC – USD 300**
- **Certified Lead Document Controller –CLDC– USD 400**
- **Certified Records Management Professional -CRMP– USD 300**
- **Certified Enterprise Document Management Professional CEDMP– USD 400**
- **Corporate Document and Records Management -- USD 1200 /Day (5 seats)**
- **Document Control – Interview Preparedness– USD 300 (1 day)**

Note :

All above trainings are for 2 days only , Practical Training for Third day will cost USD 100/-extra

Certified Document Controller-CDC



- 1. Roles & Responsibilities of Document Controller**
- 2. The Basics of Document Management & Records Management**
- 3. ISO Standards**
- 4. Compliance & Governance**
- 5. Document Numbering and Revision/Version Schema**
- 6. Hard Copy Document Management**
- 7. Soft Copy Document Management (Imaging)**
- 8. Enterprise / Project /Department Folder Structure**
- 9. Document Security & Confidentiality**
- 10. Document Distribution , Search And Retrieval**
- 11. Work Flows- Business Process Management**
- 12. E-Mail & Correspondence Management**
- 13. Document Review and Mark-up's**
- 14. Records Management –Fundamentals**
- 15. Introduction - Enterprise Document Management System or ECM**

Certified Lead Document Controller CLDC



1. Roles & Responsibilities of Lead Document Controller
2. Project Management Concept
3. Work Break Down Structure
4. ISO 9001, ISO 15489 Standards, Compliance & Governance
5. Risk Management and Mitigation in Document Control
6. Document Security & Confidentiality of Documents
7. Document Numbering and Revision/Version Schema
8. Hard Copy & Soft Copy Document Management (Imaging)
9. Enterprise / Project / Department Folder Structure
10. Document Distribution Matrix
11. Document Review & Comments/Mark up's
12. Work Flows- Business Process Management
13. Document Audit/Non Conformance and Closing
14. E-Mail / Correspondences Management
15. Engineering Document Management (Transmittal)
16. Change Management (RFI/TQ/DCN/SCN)
17. Supplier Document Management
18. Final Documentation
19. Records Management Fundamentals
20. Enterprise Document Management System

Certified Records Management Professional CRMP



- 1. Roles & Responsibilities of Records Administrator**
- 2. Records Management Standard ISO 15489**
- 3. Record Management Policy ,Legal Obligations, & Management Responsibility**
- 4. Records Management Appraisal**
- 5. Hard Copy Records Management Process**
- 6. Soft Copy Records Management Process/Scanning & Digitization**
- 7. Records Management Planning & Set up**
- 8. Identification, Labelling & Tagging ,Boxing**
- 9. Records Transition & Issue, Retrieval and Return of File**
- 10. Closing, Retention And Disposal**
- 11. Records Management Audit/Non Conformance & Close out**
- 12. Security ,Safety & Confidentiality**
- 13. Disaster Recovery**
- 14. Record Storage**
- 15. Disposition Techniques**

Certified Enterprise Document Management Professional - CEDMP



1. Role & Responsibilities of Document Management Professional
2. Present Hard Copy & Soft Copy Document Management
3. Requirements of EDMS
4. Enterprise / Project /Department Folder Structure Management
5. Implementation Building Blocks
6. Implementation Team Roles & Responsibilities
7. EDMS Modules
8. EDMS Features
9. Document and Data Gathering
10. Define and Approval of Business Processes Management (Workflows)
11. Document Distribution ,Distribution Group
12. Document Security & Confidentiality Access Control
13. Data Migration
14. Disaster Recovery
15. EDMS Vendors Evaluation , Review, Approval & Selection, SLA,NDA
16. Hardware, Network , Internet Requirements
17. Collaboration with Project Partners
18. Integration with ERP,Oracle,SAP ,Primavera
19. EDMS Pilot Project Testing & UAT& Go Live.
20. Return on Investment (ROI) Calculassions

Course Schedule



- **Certification Course :**
- **2 days x 7 hours (Theory Only) = 14 hours**
- **3 days x 7 hours (Theory & Practical's) = 21 hours**
- **5 days x 7 hours (Project/Organization Practical's) = 35 hours**
- **Weekend /Evening Batch for corporates : 2-3 Hours per day**

Assessment (for 3 & 5 Days courses)



- **Assessment will be conducted at the end of the training course.**
- **2 hours Assessment exams will be conducted for individual.**
- **Results are discussed with assessment report for corrections**

Certification



Certificate of Attendance Provided to Each Participant



Trainers and Learning Platforms



- **Rajendra Salunke –Partner**

- Technology visionary with 30 years of experience in Document and Records Management.

- **+91 9850604231**

- **Prakash Patel**

- Great exposure in Web based DMS & RM Implementation, Training and Resourcing

- **+91 8779272936**

- **+91 9022779087**

- **Learning Platforms**

- **Class Room**

- (Interactive Training with case studies with best practices)

- **Home Study**

- (Study Material sent for home study with Assessment)

- **E-Learning**

- (All Video Conferencing Platforms)

- **E-Mail : indusids@gmail.com**

Our Valued Clients

